# Teaching Excellence and Student Outcomes Framework Year Four

## Appeals process and templates

**June 2019**

**Introduction**

1. This document sets out further detail of the process for providers wishing to appeal their TEF award.
2. This document is available to all providers participating in the Teaching Excellence and Student Outcomes Framework (TEF). It supplements information set out in the [TEF specification](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/658490/Teaching_Excellence_and_Student_Outcomes_Framework_Specification.pdf)[[1]](#footnote-1) (paragraphs 8.21-8.22) and the [TEF Year Four procedural guidance](https://www.officeforstudents.org.uk/publications/teaching-excellence-and-student-outcomes-framework-year-four-procedural-guidance/)[[2]](#footnote-2) (paragraphs 197-201).
3. Providers are asked to note the timetable for appeals.

**Grounds for appeals**

1. Providers are able to appeal their TEF Year Four award on the basis of a significant procedural irregularity in the consideration of their TEF application, according to the criteria set out in the TEF specification (paragraphs 8.21-8.22).
2. To have grounds for appeal, the procedural irregularity needs to be significant, meaning that it was capable of materially affecting one of the following decisions:
   * whether to accept a data amendment request
   * a decision of the Chief Executive of the Office for Students (OfS) that a provider is ineligible for a TEF award
   * a decision of the Director for Fair Access and Participation that a provider is ineligible for a TEF award
   * the rating awarded to the provider by the TEF Panel
   * a decision to change a provider's TEF award as a result of a merger or division (which may involve any combination of TEF Year Two, Year Three or Year Four awards).
3. A provider will not be able to appeal on the basis of:
   * a challenge to the underpinning principles of the TEF criteria or process set out in the TEF specification
   * a challenge to the accuracy of the data underlying the TEF metrics
   * a challenge to the academic judgement of the TEF Panel
   * comparisons between its rating and those of other providers, and the academic judgements reached by the TEF Panel in respect of those providers
   * challenges to the inclusion or non-inclusion of specific information in the Statement of Findings not affecting its overall factual accuracy
   * new information that had come to light that was not included in the submission. The Appeals Panel will only consider the original information relied upon that formed part of the assessment process (including requests for verification or clarification).

**Process**

1. If a provider wishes to appeal its TEF award or other TEF decision communicated to them by 19 June 2019, it should submit an ‘Appeal notification’ using the template at **Annex A** via email to [TEF@officeforstudents.org.uk](mailto:TEF@officeforstudents.org.uk) by **12** **noon** on **Wednesday 26 June 2019**. The form can be signed with a digital signature. Appeal notifications submitted in any other form or by any other means, or those submitted after the deadline, will not be considered.
2. The completed ‘Appeal notification’ must indicate which decision or decisions the provider wishes to appeal. This will be used by the OfS to determine which further documentation, if any, it would be appropriate to share with the provider.
3. Following receipt of their ‘Appeal notification', providers will be supplied with any further documentation appropriate to the decision or decisions that they intend to appeal by **Monday 1 July 2019.**
4. Submitting an appeal notification does not confer any obligation on the provider to complete the full appeals process. A provider may decide not to pursue an appeal following receipt of any relevant documentation.
5. Providers must return the completed ‘TEF appeals form’ using the template at **Annex B** via the [TEF extranet](https://tef.officeforstudents.org.uk/submissions)[[3]](#footnote-3) by **12 noon** on **Monday 15 July 2019**. Completed appeals forms may not exceed **7 pages** in length. There is no minimum length requirement. The template has been pre-formatted to mirror formatting requirements of the provider submission, as set out in paragraphs 116-120 of the TEF Year Four procedural guidance. This formatting should not be altered. The form can be signed with a digital signature. Appeals forms should be uploaded to the TEF extranet as a single PDF document, and our system will not allow any forms which exceed the 7 page limit to be uploaded. Appeals submitted in any other form or by any other means, or those submitted after the deadline, will not be considered.
6. Appeals will be considered against the grounds for appeal set out at paragraphs 8.21 and 8.22 of the TEF Specification and according to the process set out in paragraphs 197-201 of the TEF Year Four procedural guidance. Please refer to these documents when preparing an appeal as they contain important additional information which is not repeated here.
7. The membership of the Appeals Panel is:
   * Gurpreet Dehal – Board member, OfS (Chair)
   * Nolan Smith – Director, OfS
   * Martha Longdon – Board Member and Student Panel Chair, OfS.
8. The OfS will notify providers of the outcome of their appeal, and the outcome of any reconsideration of an award, by **23 August 2019**. There will be no further opportunity to appeal.
9. Any results amended as a result of appeals will be reflected in OfS published information by **30 August 2019**.
10. Please note that on Unistats, TEF outcomes will be updated as soon as possible after 30 August 2019 subject to the website’s weekly update cycle. UCAS operates a freeze on changes for the clearing period between mid-July and the end of August 2019. It will only be possible to update TEF outcomes on UCAS once the freeze has been lifted.

**Timeline**

|  |  |
| --- | --- |
| **Dates in 2018** | **Action** |
| **Wednesday 19 June** | TEF outcomes published |
| **Wednesday 26 June at 12 noon** | Deadline to submit an ‘Appeal notification’ |
| **Monday 1 July** | Providers will receive any documentation as appropriate to the appeal |
| **Monday 15 July at 12 noon** | Deadline to submit an ‘Appeals form’ |
| **By Friday 23 August** | Providers notified of the outcome of their appeal. |
| **By Friday 30 August** | Any outcomes amended as a result of appeals published on the OfS website and the OfS Register |

1. For further information, please contact [TEF@officeforstudents.org.uk](mailto:TEF@officeforstudents.org.uk).

# Annex A: Appeal notification

|  |  |
| --- | --- |
| **Provider name** | Click here to enter text. |
| **UKPRN** | Click here to enter text. |

|  |  |  |  |
| --- | --- | --- | --- |
| **Decision(s) that you are appealing** *(please tick)* | | | |
| Data amendment decision | Eligibility decision made by the OfS Chief Executive or Director for Fair Access and Participation | TEF rating | Changes resulting from a merger or de-merger |

*The appeal notification must be authorised by the accountable officer or head of provider.*

**I confirm that I intend to submit an appeal relating to the decision(s) outlined above.\***

|  |
| --- |
| **Signature** |

|  |  |
| --- | --- |
| **Name** | Click here to enter text. |
| **Position** | Click here to enter text. |
| **Date** | Click here to enter text. |

**Please return this form to** [**TEF@officeforstudents.org.uk**](mailto:TEF@officeforstudents.org.uk) **by 12 noon, Wednesday 26 June 2019**

\*A provider may decide not to pursue an appeal following receipt of any relevant documentation.

## Annex B: TEF appeals form

|  |  |
| --- | --- |
| **Provider name** | Click here to enter text. |
| **UKPRN** | Click here to enter text. |

|  |  |  |  |
| --- | --- | --- | --- |
| **Decision(s) that you are appealing** *(please tick)* | | | |
| Data amendment decision | Eligibility decision made by the OfS Chief Executive or Director for Fair Access and Participation | TEF rating | Changes resulting from a merger or de-merger |

Please set out the grounds for appeal. Specify the following:

* what procedural irregularity you believe to have occurred
* what evidence indicates that it occurred (reference, as appropriate, any documentation provided by the OfS or any other evidence)
* how the irregularity could have materially affected the decision(s).

Please ensure the information you provide relates to grounds for appeal that are within scope of the TEF appeals process. Information that is out of scope will be disregarded by the Appeals panel.

This appeals form may not exceed 7 pages in length.

|  |
| --- |
| Click here to enter text. |

*The appeal must be authorised by the accountable officer or head of provider.*

**I confirm that I wish to appeal the decision for the provider listed above.**

|  |
| --- |
| **Signature** |

|  |  |
| --- | --- |
| **Name** | Click here to enter text. |
| **Position** | Click here to enter text. |
| **Date** | Click here to enter text. |

**Please upload this form to the TEF extranet at** [**https://tef.officeforstudents.org.uk/submissions**](https://tef.officeforstudents.org.uk/submissions) **by 12 noon, Monday 15 July 2019.**

1. <https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/658490/Teaching_Excellence_and_Student_Outcomes_Framework_Specification.pdf> [↑](#footnote-ref-1)
2. [www.officeforstudents.org.uk/publications/teaching-excellence-and-student-outcomes-framework-year-four-procedural-guidance/](https://www.officeforstudents.org.uk/publications/teaching-excellence-and-student-outcomes-framework-year-four-procedural-guidance/) [↑](#footnote-ref-2)
3. <https://tef.officeforstudents.org.uk/submissions> [↑](#footnote-ref-3)